

SOUTH CAROLINA COMMODITY & PROCESSING MANUAL

FY 2006-2007



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<http://ed.sc.gov/agency/offices/SFSN/pages/publica.html>

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MANUAL MENU

- I. [Instructions on navigating through the Manual](#)
- II. [APPROVED COMMODITY PROCESSORS SY 2006-2007](#)
- III. [Commodity Assistance for Child Nutrition Programs](#)
- IV. [What is Processing](#)
- V. [Program Overviews](#)
- VI. [ECOS](#)
- VII. [South Carolina Selection Criteria for Processors](#)
- VIII. [Procedures for bringing Processed Products into SC](#)
- IX. [Notification Procedure](#)
- X. [Forms](#)
- XI. [Contact List](#)
- XII. [Links](#)
- XIII. [Disclaimer](#)

NAVIGATING THROUGH THE MANUAL

- I. To navigate in the Processing Manual click on the links (Blue Underlined Words).
- II. To navigate within a section, click on the thumbnail tab located on the left of the screen and select your specific page or scroll through the pages.

COMMODITY PROCESSORS SY 2006-2007

<u>Processor</u>	<u>Commodity Processing</u>
Advance Foods	A594 Beef 60# Coarse Bulk
Brookwood Farms	A632 Boneless Pork Picnic
Clovervale	A299 Orange Juice B480 Peanut Butter
DFM	B065 Processed Cheese
Eastside Entrees	B114 Non Fat Dry Milk
Gilardi	B077 Mozzarella Cheese
Goldkist, Inc	A521 Chicken, Chill – Small A522 Chicken, Chill – Large
High Liner Foods	B077 Mozzarella Cheese
Horizon Snack Foods	Assorted Bonus Fruits
Jennie-O	A534 Turkey Chill
JTM Provisions, Inc	A594 Beef 60# Coarse Bulk A632 Boneless Pork Picnic
Kings Delight, LTD	A522 Chicken, Chill – Large
Land O'Lakes	B049 Cheddar Cheese B114 Non Fat Dry Milk
Miceli Dairy Products	B114 Non Fat Dry Milk
Michael Foods, Inc	A566 Eggs Bulk
Nardone Brothers Pizza	B077 Mozzarella Cheese B114 Non Fat Dry Milk
Oak Valley Farms, Inc	A534 Turkey, Chill

COMMODITY PROCESSORS SY 2006-2007 (Continued)

<u>Processor</u>	<u>Commodity Processing</u>
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Pierre Foods, LLC	A632 Boneless Pork Picnic A594 Beef 60 # Coarse Bulk
Pilgrims Pride	A522 Chicken, Chill – Large
Quik-to-Fix	A510 Chicken Light Bulk
Rich-SeaPak, Inc	B077 Mozzarella Cheese B114 Non Fat Dry Milk
Schreiber Foods	B049Cheddar Cheese B114 Non Fat Dry Milk
Schwan’s	B077 Mozzarella Cheese B114 Non Fat Dry Milk
Smart Mouth	B037 Mozzarella LMPS
Smuckers	B119 Cheese Blend Am Rd Ft B480 Peanut Butter
Sunny Fresh Foods	A566 Eggs Bulk
Tabatchnick Fine Foods	B114 Non Fat Dry Milk Assorted Bonus Fruit
Tyson	A521 Chicken, Chill – Small A522 Chicken, Chill – Large
United Commodity Group	Assorted Bonus Fruit
Zartic, Inc	A521 Chicken, Chill – Small A522 Chicken, Chill – Large A594 Beef 60# Coarse Bulk A534 Turkey, Chill
Wawona	Assorted Bonus Fruit

Commodity Assistance for Child Nutrition Programs

The Food Distribution Program began in 1932 during the Great Depression, which left millions of families without purchasing power and the nation's farmers without a market for their products. Malnutrition was wide spread. A Senate Resolution in 1932 gave the American Red Cross 40 million bushels of wheat for distribution to needy families. This was one of the earliest Federal Assistance Programs.

The Food Distribution Program was later expanded to the other child nutrition programs. It continues to provide a method of disposing of surplus and price-supported agricultural commodities in order to prevent waste, while at the same time improving the diets of children, low-income persons and others in need of food assistance.

There are three major pieces of legislation which authorize the purchase of most donated foods by USDA agencies to assist needy families and farmers.

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- Section 32 of the Agriculture Act of 1935 removes surpluses of perishable foods and helps stabilize prices. Section 32 foods can include meat, poultry, fish, fruits and vegetables.
 - Section 6 of the National School Lunch Act of 1946 provides funds for the purchase of commodities for schools to improve the health and well-being of the nation's youth.
 - Section 416 of the Agriculture Act of 1949 provides funds for removal of certain foods from the commercial market in order to maintain market conditions. Section 416 foods can include dairy and grain products, vegetable oil, shortening and peanut products.

Through these laws, the [Food and Nutrition Service](#) provides commodities to State Distributing Agencies (SDA) and, through them, to eligible recipient agencies.

Emergency preparedness during disasters is another purpose of the Food Distribution Program. Any food donated by USDA to participating school districts can be used in disaster feeding. Recognizing the emergency and the need to feed people, school districts and other outlets having USDA donated commodities cooperate fully and make those foods available to groups involved in disaster activities.

South Carolina receives over 87 different types of food items from the USDA commodity food program. Recipient agencies include all public schools, private schools/residential child care institutions and charitable institutions. In South Carolina the delivery of commodities is accomplished by contracts with commercial distributors. All agencies that receive USDA commodities are required to be non-profit with a tax ID number.

What is Processing?

A processing agreement is a legally binding contract between a distributing agency DA (South Carolina Department of Education) and a commercial food processor. The agreement year begins July 1 of each year and ends on June 30 of the next year. The DA has the option of extending processing contracts up to two additional 1-year periods, provided that any changed information is updated, including, but not limited to pricing and yield information, bonding information, and signature page. This agreement allows the processor to receive and utilize USDA donated food as an ingredient in the production of a finished end product. In turn, the value of the donated food is passed through to the recipient agency in the form of a lower cost for the product. As with any contractual arrangement, the processing agreement is designed to protect the interests of all parties involved. Processors must complete the agreement document and the end product data schedules, submit copies of any subcontracts in effect for the agreement year, provide a description of the processor's quality control system, and provide a document suitable to assure total protection for the donated foods provided to the processor.

The USDA Food Distribution Program is a Federal Program overseen by SC Department of Education, Office of School Food Services and Nutrition, which in turn allocates commodities to schools, and other eligible recipient agencies. Selected commodities can be processed into other finished end products by approved processors. Through processing, recipient agencies can economize on food costs, benefit from reductions in food preparation time and outlays for equipment, and make the most efficient use of donated food. Processing helps recipient agencies provide more varied and higher quality meals, reduces waste in the food preparation process, and stabilizes costs through portion control. Processing enables recipient agencies to realize a significant cost savings. This cost saving can be in the form of a discount in the normal commercial price or by way of a refund from the processor.

Commodity surveys/worksheets are sent out yearly informing each recipient (school districts, private/parochial schools and residential child care centers) of their fair share allocation for various commodities, i.e. Beef, pork, chicken, turkey, eggs, peanut butter and cheese. Each agency must choose to:

- Accept commodities without processing
- Process all
- Accept a portion of commodities offered and a portion to be processed

The worksheet is the commitment by the recipient to divert their portion of commodities to an approved processor. Each survey shows the fee for service for each item, the cost that the processor will charge the recipient to convert a commodity to a finished end product. The administrator of the Program diverts commodities directly to the approved processor by the responses provided on the surveys/worksheets. The processor will transport the finished end products to the state contracted commercial warehouse where they will be distributed to the recipients. When the processed end products arrive at the commercial distributor they are treated as an USDA commodity. Therefore, the recipients are billed the same as any other commodity for receipt, storage and delivery to their location.

The FD3 Form should be used to order processed products from US Foodservice. Click on this link [FD3 Form](#) to pull up and print form. **Contact information for the Commodity Coordinators are listed at the bottom of the FD3 Form.**

A processor must meet the selection criteria before a contract is offered. The selection criteria are on the next page.

[Food Distribution Program - Processors / Brokers](#)

[Food Distribution Program – Distributor](#)

[Food Distribution Program – Recipient Agencies](#)

USDA Commodity Program for Processors / Brokers In South Carolina

1. Must meet the [criteria](#).
2. After contract approval provides state with required documentation (bonds, EPDS, etc).
3. Provides state office with worksheet, that state office sends to recipient agencies with the commodity survey.
4. State orders based on survey of customers and notifies processor / broker of number of pounds ordered (if not enough pounds asks processor / broker to find another state to share).
5. Processor / Brokers contact customers that ordered pounds to establish orders of end product, ship periods, and quantities per ship period. *Processor / Brokers needs to keep in mind the minimum number of cases to the commercial distributor is 25 cases per product and that recipient agencies have 60 days of free storage.*
6. Processor / Broker needs to make sure that customer has used previous order before shipping in additional product.
7. Processor / Broker provide shipment [breakdowns](#) to Distributor and state office per truckload. Any product that Distributor has not handled before is considered a new product. A minimum of two weeks is required to establish codes for new products. Breakdowns must have contact person information and an ID# that will also appear on customers invoice.
8. Processor / Brokers follow [procedures for deliveries](#) to SC. *Note Fort Mill U S Foodservice and Lexington U S Foodservice have different procedures, however both warehouses will turn away trucks if truckloads with new products if code has not been established, don't have a dock time, and have made changes to load after appointment was made.*
9. Notification of arrival, once product has been received at the commercial distributor an email notice will be sent by commodity coordinator to the contact person listed on breakdown, state office, and customers listed on breakdown.
10. Processor / brokers need to supply state office with contact information such as contact person, phone number, email address, & mailing address for the recipient agencies contact person and for the commercial distributors contact person.
11. State provides Processor /Brokers with customer contact information directly when requested and is available in the online Commodity & Processing manual at:
<http://ed.sc.gov/agency/offices/SFSN/pages/publica.html>.

Commodity Program at Distributor:

1. Distributor's commodity coordinator will receive a DO# summary for commodity products showing: the USDA commodity code (three-digit number preceded by either an "A" or "B" and the commodity description, which will be in parentheses. The DO summary will provide the DO# number, the arrival date column will not have a date, the R/A number (customers code), the R/A (customers) name, and the Share (the number of cases the customer has been allocated).
2. Distributor will keep these DO's on file pending shipments arrival.
3. Distributor will access via ECOS a delivery status report (that they will use in replace of the shipment planning report) at <https://www.usdaservices.eds-gov.com/>. The Delivery Status Report will provide the Distributor with information regarding commodity products that are scheduled to arrive for the delivery period selected.
4. When product arrives at warehouse, the commodity coordinator will enter receiving information directly into [ECOS](https://www.usdaservices.eds-gov.com/) via web at <https://www.usdaservices.eds-gov.com/>. ECOS will notify the state office via email.
5. State office will send a new DO# summary this one will show the arrival date in the shipment arrival date column. This new summary will contain the same information that the customers received on their FD-2 notice of arrival and will show up on the R/A History report. If there were any overages / shortages on the shipment the new DO summary will show the adjustment in the share column.
6. Customers will submit paperwork (suggested they use the [FD-3](#) form). Customers should be providing delivery destinations and dates for the entire allocation within a 60-day period. In some situations the customer may need to extend past the 60 days. The state office should be advised when this occurs. A list of customers that paid additional storage fees should be provided to the state office at reconciliation time.
7. Any loss of product that occurs (damage, spoilage, etc) in the Distributor's warehouse a USDA [Adjustment Report](#) should be filled out and submitted by fax to the state office. Customers are required to accept the product if at least 50% of the case is acceptable. (Ex: a case containing 6 cans as long as 3 are in good shape the case is considered good, but if only 1 or 2 cans are undamaged would then need to complete the adjustment report and send with documentation to state office). The USDA Adjustment Report should include: the commodity name, commodity code, and DO#, number of cases adjusted and customers that will not be receiving the product. (USDA Adjustment Report may be submitted daily or weekly). The USDA Adjustment report also accounts for other situations such as spoilage, over shipments, and missing from inventory. In cases of spoilage, need to know what type (from mold, bugs, thawed on dock, etc) also need documentation, state office will advise as to what to do. When product is found the bottom portion needs to be filled out and sent to state office. The commodity coordinator needs to be able to provide a list of adjustments at reconciliation time.
8. Once all customers have pulled all products on a DO the commodity coordinator should move the DO from active to inactive status.
9. Commodity Coordinator needs to be able to provide a commodity inventory upon state office's request.
10. At reconciliation time if any recipient agency has an inventory for summer carry over, the commodity coordinator needs to provide a list to the state office.
11. At reconciliation the commodity coordinator needs to provide current inventory, the customers that inventory belongs to, the DO#, and location of inventory (dry, freezer, cooler), including slot numbers.
12. At reconciliation provide state with total of units shipped.

Processed Commodity Program at Distributor:

1. Commodity Coordinator will receive a list of customers that are processing and their specific processor.
2. Processor will submit [breakdown](#) showing the processed product, customer, and number of cases per customer and total product. Also should have a Shipment ID number. Vendor will contact Commodity Coordinator for a PO#.
3. The processor or its trucking company will call to make a dock appointment.
4. When shipment arrives, the commodity coordinator will send notification via email to the state office, the processor, the broker, and the customers. The email notice must include Shipment ID #, Processor name, PO#, Name of Product shipped, Manufactures product code number, customers, and number of cases for each customer. The total must match the total received in shipment. If the load is over / short, the commodity coordinator needs to call the processor to find out which customer is to receive the over / short prior to sending out the email notification.
5. Should any damage occur to product in the distributor warehouse, the commodity coordinator needs to contact the customer to determine if equal or better replacement is acceptable or provide reimbursement to the customer for the cost of the product (fee paid to processor plus USDA entitlement). When replacement is made proof of replacement must be submitted to the state office by the commodity coordinator at time of replacement (copy of invoice). The commodity coordinator needs to submit a report to the state office at the end of the year listing the items replaced showing the commercial value as well as the name of the item replaced and customer name. Additionally, a report of the items being reimbursed, the amount of reimbursement and the customer needs to be available to the state office.
6. Customer will submit paperwork (suggested they use the FD-3 form). Customer should be providing delivery location and dates for the entire allocation within a 60-day period. In some situations the customer may need to extend past the 60 days. The state office should be advised when this occurs. A list of customers that paid additional storage fees should be provided to the state office at reconciliation time.
7. Once all customers have pulled the products on the order the commodity coordinator should move the order from active to inactive status.
8. The processed commodity products should not be included in a commodity inventory for disaster relief, but **does** need to be included at reconciliation time.
9. At reconciliation time if any recipient agency has an inventory for summer carry over, the commodity coordinator needs to provide a list to the state office.
10. At reconciliation time the commodity coordinator needs to provide the current inventory, the school districts that inventory belongs to, the vendor name, and location of inventory (dry, freezer, cooler), including slot numbers.
11. At reconciliation provide state with total number of units shipped.

Commodities to Customers

Entitlement is the USDA dollars that are available for an approved recipient agency to spend for commodity products based on number of lunch meals served (information submitted to SNACS). Entitlement is figured by taking the number of lunch meals served multiplied by the USDA reimbursement rate. Many factors effect entitlement such as price changes, product availability, number of lunch meals served changed, etc.

R/A History Report – Report that shows all commodities that customer is to receive for a school year. Recipient agencies will continue to receive a final report in the mail, but will no longer receive one monthly as the report will be available via web. First column shows commodity description and if room pack size, second column shows the Commodity code assigned by USDA, third column shows the Delivery Order # (D/O #). Each school year starts with a different letter (ex: 2005-2006 is “H” year, 2006-2007 is “I” year.) Columns four products the unit price Column five shows either an “E” for estimate or “A” for actual. If there is an “E” then the unit price is what is anticipated prior to bid, if there is an “A” then the price is the one reported as what USDA paid for the product. Column six is Quantity this column show the number of cases if commodity item or the number of pounds if being processed. Please be aware that if there is an “E” on the report the quantities are estimated, an “A” the quantities are actual. Columns seven, eight, and nine show the total dollars expended for that delivery order. If there is a plus sign this indicates that the item is a bonus item and that the dollars are not being charged against the customers entitlement. Column ten shows the approx ship date. This is the date that we antipate delivery to the warehouse, this date is not set in stone as many factors can affect delivery ex: USDA did not buy or bid item when anticipated, manufacture not able to ship as anticipated, etc. Column eleven (the last column on report) shows the date that the product arrived at the designated warehouse. This arrival date means the product is now available for the customer to pull. We request that no one submit FD-3’s until they have been notified by a notice of arrival (FD-2) or the R/A History Report shows an arrival date, the only exception is fresh produce. You many submit FD-3’s for your fresh produce based on the Approx ship date so that distributor can ship immediately to customers to insure that product arrives at your schools in the best possible condition. The last page of the R/A History Report is your money page. This shows how you spent your entitlement and shows if you have entitlement remaining. A negative balance means that you have received more than you were entitled to receive. There are no penalties for having overspent entitlement, however recipients should not exceed their entitlement by more than 10%.

Changes to allocation occur for many reasons most common are damage lossage. Should the product be at least 50% undamaged the customer is required to accept the product. If the product is more that 50% damaged then the warehouse reports the loss and the customer’s entitlement is credited. **It is very important that schools only accept the product listed on the delivery invoice.** If the invoice shows 6 cases of green beans, but the cases coming off the truck are green peas, then you need to write 0 received on green beans prior to signing the delivery invoice and send back the peas. Then notify your USDA Commodity Warehouse Representative and they will ship your green beans on the next scheduled delivery. **Very Important always contact the Representative while the driver is still on site if you don’t believe the product delivered is yours!**

Surveys: The products that appear on the R/A History Report are based on surveys. (Bonus offerings are not surveyed due to time restraints, these are ordered on a fair share basis.) The surveys provide the customer with the option of selecting the commodities and the processor that they want. Once the state office receives the surveys they are tabulated to form truckload orders. If the responses do not support ordering a truckload then the order is not placed which means the entitlement dollars do not get spent and are available for other products. If the surveys are close the state will round the numbers up or down to make the truckload. The surveys go out so early that the actual entitlement is not available therefore the state uses the previous years data and revises the figure when the actual data becomes available usually in September. This means that the figure that the customer is ordering by is only a guide.

On the survey commodity show cases and raw commodities to be sent to processors are shown pounds. To assist in knowing how much raw commodity is needed processing The processor provides worksheets. These sheets are not an order forms and should not be supplied to the processors / brokers. After surveys have been tabulated and pounds have been ordered the state notifies the processor /broker and they in turn contact the customer to set up orders and delivery periods. If by the time the first R/A History Report arrives you have not received contact from the processor / brokers, you should contact either the state office or the processor / broker. Keep in mind that no deliveries should be scheduled to arrive at distributor after March 15th so make sure that your Feb/ March deliveries will provide enough product for the remainder of your school year.

NOTE:

Poultry worksheets contain options as you are dealing with white meat and dark meat. If you want to process the poultry you must select options that utilize both the white and dark meat.

REMEMBER:

- ❖ When you choose processing the company will bill you a fee for service, the raw product has been purchased with your entitlement and remains yours. The fee the processor charges are for converting the raw product in to another end product. This is why the companies bill you before the product has arrived at the warehouse.

Deadlines are important! Be sure to get your surveys and other time sensitive information back by deadline or before. The state offices also have deadlines that must be met. If the state does not get orders placed by the order deadline then the state has to wait until USDA opens the item up for bid again, which in many cases does not happen.

Blackout: The US Foodservice Lexington has a two-week no USDA shipment policy just prior to school start up. The delivery demands at this time are too much to begin USDA deliveries until after the blackout period. The black out period varies by location.

When commodity product arrives at the warehouse the state is notified and currently sends out the FD-2 mailer (this will be discontinued after the R/A history report becomes available through the web portal). The FD-2 is a courtesy to our customers and contains the information needed to

fill out the FD-3. If the premailer fails to arrive that is not an excuse to not pull product as the arrival information is available on the R/A History Report which is continually updated and currently mailed out monthly. (When available on web will no longer mail out monthly). The processing end product notification is handled differently the warehouse sends out the notification of products arrival, which they will do as the product arrives, via email. Telling Warehouse representative you did not receive the email is not an acceptable excuse for not pulling product as you arranged the delivery schedule with the processor / broker.

REMEMBER you have 60 days in order to pull the product so you need to plan the delivery dates for the entire order within the 60 days when not possible to use the product in that time frame additional storage cost can be charged by the warehouse. For the processed product you should request deliveries to cover your needs for a 60 day period, should you find that you are receiving more product than you can use in the 60 days, then you should contact the processor or broker to stop deliveries until you are ready to once again resume shipments. The warehouse should not be used as your storage facility. If the item that you can not use is a commodity item please notify the state office prior to the products arrival so that we can attempt to reallocate the product so the FD-2 can reflect the change of quantity.

Customers pull their commodity and processed products by submitting a [FD-3](#) to the Commodity Warehouse Representative that needs to be submitted a minimum of one week prior to delivery. Submit one form per product for the entire allocation.

It is very important that you provide your school district, the school year, the Delivery Order Number which will begin with I for the 2006-2007 school year, the items description (ex: Potatoes, Oven A210) or if Processed (ex: Vinegar Pork BBQ) then the processors name (ex: Brookwood Farms) and manufacture Code (ex: 12300). Please be sure that you are using the Processors name not the Brokerage name.

Provide the list of schools and account number, provide the total number to go to that delivery site from the districts allocation, and then break it down by delivery period. You may request more that one delivery period, but the total of those deliveries need to match the number of cases you have assigned for that delivery location and the total of all delivery locations should match the number of cases allocated to your district.

REMEMBER

- ❖ FD-3 forms should be submitted one week prior to the first shipment date.
- ❖ **Submit one form per product for the entire allocation.**
- ❖ You may choose more than one ship period, but we recommend no more than 3. If you are doing multiple shipments you should only submit the form once if there are no adjustments needed. Should adjustments be needed, please clearly mark the form REVISION and clearly mark the revisions. EXAMPLE- put a star beside the changes and submit one week prior to revisions shipment date.
- ❖ No shipments of processed product will be accepted into SC from processors after March 15th unless authorization is given from state office.

Contact Information: It is very important to maintain correct contact information. Mailing address for the monthly mail outs, but even more so on email, phone and fax numbers. **Food alerts**, and **recalls** that are received by the state office are now being sent to our customers by email. Should you wish more than one contact person can be listed for emails.

The **state office** does not require you to submit an end of year inventory for your schools, but does **require that you provide an inventory of items remaining at the warehouse.**

Only those customers that are year round or are doing summer feeding should have product remaining at the warehouse at the end of the school year. Summer hold must have state office authorization.

REMEMBER.

- ❖ You will be charged \$ 2.45 per case / bag which covers delivery of the product and the 60 days of storage. Should you need to extend beyond the 60 you could be charged for storage are subject to additional storage fees for every additional 30 days your product remains in the warehouse.
- ❖ Need to request extensions for summer hold from Craig Brooks.

Financial Reporting:

- Invoices from Processors, which are a fee for service, will be reported as Purchased Food.
- Invoices from Distributor will be reported as Distributor Charge.
- R/A history report shows the value of the commodities you have received and the date received at warehouse, which is reported as Commodity Value, received during the month.

REMEMBER

Per USDA, received date for commodities and processed products is date the product is received in the state not the date received at the schools.

Transfers within the district need to have paperwork in files that shows what was transferred, quantity transferred, where transferred, and signature of person that received product.

Transfers that are moved from District to another District also need to have paperwork in files that shows what was transferred, quantity transferred, where transferred, and signature of person releasing product and signature of person that received product. **Additionally need to have state office signature approving the transfer. Copy of paperwork should be kept at both districts and state office.**

Complaints:

Commodities – Commodity complaints should be reported to the state office. **You will need to provide markings and code numbers from cases, delivery order number, and number of cases in inventory.**

Processing – Product complaints should be directed to broker and / or processor. State Office must be kept informed of any changes to products ownership.

Warehouse – Should you have a problem related to US Foodservice that you do not feel the USDA commodity representative is resolving, please contact the state office.

Contact Information:

State Office:

Craig Brooks (803) 734-8209

Cheryl Sniegon (803) 734-0897

Fax (803) 734-3702

ECOS

Distributor

Electronic Commodity Ordering System

ECOS – Warehouse Receiving

Web address: <https://www.usdaservices.eds-gov.com/>

Login in User ID and password provided by State Office. You should change password after you login keeping the following in mind:

Password must be at least 8 characters
Must contain at least one Capital letter
Must contain at least one lower case letter
Must contain at least one numeric value

RECEIVE SHIPMENT:

- ❖ Go to **My Account**
- ❖ Select **Shipment Notifications**
- ❖ Select **Receive Shipment**
- ❖ Enter Order Number And / Or Notice to Deliver Number
- ❖ Click on **Find Order** button.

(If the shipment has already been received will receive: “The order has already been received” message any changes will need to be made under the View / Edit Shipment section)

If the search criteria entered is for a Delivery Order that is associated with another plant / warehouse or does not exist will receive “ No Delivery Orders Found for selected criteria: message. Click **Clear** button.

1. If search is successful, Receive Shipment Page displays then:
2. Enter date the shipment was received in date shipment received field. In mm/dd/yyyy format (EX. 12/31/2006)
3. Enter the name of the person who signed for the delivery in the Signed By field.
4. You can enter a message in the Comment of Receipt field. The message typed here can be viewed by SDA organization and Org. Admins.
5. Enter the actual quantity received in the Truck Qty field. This amount may not exactly match the amount reflected on the order. The difference in quantity may be caused by a variety of situations. ECOS is used to record what was received and any additional action needed to be pursued outside the application.
6. The Damage field is used when the received shipment contains damaged commodities. If a quantity is entered in the Damage field, a brief description of the damage commodity must be entered in the Description of Damage/Reason for Rejection field. If the Damage quantity entered is greater than the Truck QTY, a “Damaged Qty cannot be greater than Truck Qty” message displays. The Damage quantity should be included in the Truck Qty.
7. The Rejected field is used when you do not accept commodities delivered to your location. If a quantity is entered in the Rejected field, a brief reason for rejecting the commodity must be entered in the Description of Damage/Reason for Rejection field. If the Rejected quantity entered is greater than the Truck Qty, a “Rejected Qty cannot be greater than Truck Qty” message displays. The Rejected quantity should not be included in the Truck Qty.
8. To cancel any changes, click the **Cancel** button. This returns you to the Receive Shipment – Search page displays.
9. To submit the data entered, click the **Submit** button after the shipment information has been entered and verified. The Shipment Complete – Thank You page displays. This page displays any calculated quantities such as the overage and shortage amounts.
10. To continue recording shipments, click the **Next Order** button. The Received Shipment – Search page displays/

VIEW/EDIT SHIPMENT:

- ❖ Go to **My Account**
- ❖ Select **Shipment Notifications**
- ❖ Select **View/Edit Shipment**
- ❖ Enter Order Number And / Or Notice to Deliver Number

Click on **Find Order** button.

A “Shipment not yet received for this order” message displays if the search criteria entered is for a Delivery Order that has not received its shipment. A “ No Delivery Orders found for selected criteria” message displays if the plant / warehouse or the Delivery Order does not exist in ECOS.

To clear any selection criteria entered on this page, click the **Clear** button.

1. If the search is successful, the Edit Shipment page displays
2. To cancel any changes, click the **Cancel** button and the Receive Shipment – Search page displays.
3. Follow procedure under RECEIVE SHIPMENT beginning step 2
4. Click the **Submit** button after the shipment information has been entered and verified. The Shipment Complete – Thank You page displays.

PROCEDURE FOR DELIVERIES TO SOUTH CAROLINA

BREAKDOWNS (Shows number of cases of each product and name of SC recipients in the required format) FOR EACH TRUCK LOAD PRIOR TO DELIVERY MUST TO BE SUBMITTED TO US FOODSERVICE COMMODITY COORDINATORS.

APPOINTMENT REQUESTS SHOULD NOT BE MADE UNTIL 72 HOURS AFTER BREAKDOWNS HAVE BEEN SUBMITTED.

REMEMBER, WHAT IS SENT TO THE DISTRIBUTOR SHOULD BE SENT TO THE STATE OFFICE AT THE SAME TIME AND VICE VERSA.

***Please make every effort bring in orders to cover 60 days usage and minimum delivery of 25 cases per product. Total quantities of less than 25 cases should either be direct shipments to customer or ordered as a commercial product.**

PRODUCT TO FT. MILL: Delivery time frame July 1 – March 15

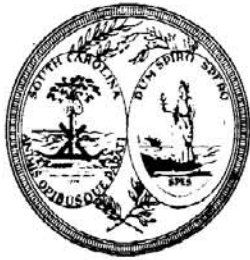
- 1- **If faxing truckload breakdowns, fax to 1-803-802-6303 with Shipment ID** (Shipment ID # should begin SC, then the month, then the year, and number of shipment this load is into the state for that school year. Each school year the ending starts at ending of 01) and must have the anticipated delivery date (ex: week of MONTH-DAY).
- 2- **Call 1-803-802-6333 to receive a Purchase Order (PO) Number.** Need to state type of storage. **If chill and frozen are on the same truck this will mean you need two PO's.** **If you are planning to deliver a new product a minimum of two weeks will be needed to set up a product code prior to assigning a PO.**
- 3- After receiving a PO# from Commodity Coordinator, it will be necessary to **call 1-803-802-6115 between hours of 8 am and 11 am, leave phone number and PO# (s) three to five days prior to delivery to set up a dock appointment. You will be contacted as per voice instructions.** (Need to indicate if more than one PO is on a truck. Each PO # must have its own dock appointment.- **only scheduled PO's will be taken off the truck).**
- 4- **Once an appointment is made no new products may be added to the load.** **Please call to confirm appointment 24 hours prior to delivery. PO#, Shipment ID#, and your Company name must appear on paperwork.** **Truckload paperwork should match the shipment breakdown.**
- 5- Shipment ID# and / or Distributors PO# needs to be on customers Invoice!

PRODUCT TO LEXINGTON: Delivery time frame July 1 – March 15

- 1- **If faxing truckload breakdowns, fax to 803-951-4352 with Shipment ID** (Shipment ID # should begin SC, then the month, then the year, and number of shipment this load is into the state for that school year. Each school year the ending starts at ending of 01). **If you are planning to deliver a new product a minimum of two weeks prior to an appointment will be needed to set up a product code.**
- 2- Lexington does not require a PO to be on paperwork, but does **require paperwork to show company name and Shipment ID# for products being received.** **Truckload paperwork should match the shipment breakdown.**
- 3- **Contact Latonya Williams at 803-951-4268, if product if chill and/or frozen, or Melba Miller at 803-951-4316, if product is dry, to set up appointment time three to five days prior to delivery.** Must give Company name and total number of cases.
- 4- **Once an appointment is made no new products may be added to the load.** Please call to confirm appointment 24 hours prior to delivery.
- 5- Shipment ID# and / or Distributors PO# needs to be on customers Invoice!

IMPORTANT TO REMEMBER FOR BOTH WAREHOUSES:

- ✱ **NO CHANGES ARE ALLOWED ONCE APPOINTMENT IS MADE.** NEED TO CANCEL AND RESCHEDULE LOAD. SUBMIT NEW SHIPMENT BREAKDOWN CLEARLY MARKED REVISION! **IF CHILL AND FROZEN ARE ON THE SAME TRUCK THIS WILL MEAN YOU NEED TWO PO'S.**
- ✱ **IF YOU DO NOT HAVE A DOCK TIME YOUR TRUCK WILL BE TURNED AWAY!**
- ✱ **IF TRUCKLOAD CONTAINS PRODUCTS THAT ARE NEW AND CODE HAS NOT BEEN ESTABLISHED YOUR TRUCK WILL BE TURNED AWAY!**
- ✱ **COMPANY NAME MUST APPEAR ALL PAPERWORK!**



Inez Moore Tenenbaum
State Superintendent of Education

STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

MEMORANDUM

TO: Prospective Processors of USDA Donated Commodities

FROM: Craig W. Brooks, Education Associate
Office of School Food Services and Nutrition

DATE: July 1, 2006

RE: Selection Criteria for Processing Agreements

The South Carolina Department of Education will not deny a processing contract for a specified school year to any processor if they can meet the selection criteria as described below:

- Processing contracts will begin on July 1 and will terminate on June 30 unless a one-year extension of the agreement is granted.
- Participation in the Processing Showcase whereas the display of products can be observed and sample tasting can be conducted by the customers.
- A description of the nutritional contribution, which the end product will provide. The end product must make a contribution to the USDA established meal requirements.
- The marketability of the end product. The Processor must show beyond a reasonable doubt through the use of letters or other correspondence the commitment of customers (school districts) to participate in the processing of commodities into the Processors' end products. There must be sufficient participation by customers to adequately allocate at least one truckload of the desired commodity to the Processor to be converted into stated end products.
- The distribution method that the Processor intends to utilize must be described. If a refund application system is used a copy of the refund application must be provided.
- The price and yield schedule data must be submitted. The value of the donated foods in the end product has to be sufficient to make it cost effective for the State agency to approve the agreement.
- Any applicable labeling requirements and the ability of the processor to meet the terms and conditions set forth in the Subchapter B-General Regulations and Policies-Food Distribution under Part 250 must be met.

NOTIFICATION PROCEDURES FOR PROCESSED COMMODITIES

- State Office will provide processors, brokers, and distribution coordinators with the recipient agencies that have selected to process and their contact information.
- The processor / brokers will contact recipient agencies set up orders and delivery periods. Provide list to state office.
- The processor / brokers will inform distribution coordinators and State office of the truckload breakdowns. (See procedures for deliveries to South Carolina!)
- Distribution coordinators will notify recipient agencies, processor / brokers, and state office of products arrival.
- In cases of overage and shortages processor / brokers will need to inform distribution coordinator as to which recipient agencies are to be revised and to bill accordingly.

FORMS

Adjustment

FD-3

Inventory

Shipment Breakdowns

USDA ADJUSTMENT REPORT

TO: Food Distributuion Office
State Department of Education
1429 Senate Street
Columiba, SC 29201

Date: _____
Faxed To State Department _____

FAX TO: 803-734-3702

The following USDA item was not shipped as allocated. It is requested that inspection / disposition instructions be forwarded for damage or spoilage.

Product Name & Delivery Order No: _____

Commodity Code: _____

Product Number: _____

No. of Cases: (-)

Recipient to Adjust: _____

School Customer No: _____

Adjustment Due to: ☐ Damage* ☐ Spoilage* (type)_____

*Provide documentation

☐ Missing in Inventory ☐ Other _____

☐ Overshipped to (+)_____

Comments _____

USDA Adminstrator Signature

xx

Product accounted for: Shipped to customer (+)_____

on Date_____.

USDA Adminstrator Signature

Supervisor

SCFD-ADJ

COMMODITY ORDER FORM

FORM FD-3

RECIPENT AGENCY _____

SCHOOL YEAR _____

DELIVERY ORDER # _____

ARRIVAL DATE _____

(DISTRIBUTOR'S PO # IF PROCESSED ITEM)

ITEM DESCRIPTION _____

Processors Name / Manufacture Code

	DELIVERY SITES	SCHOOL ACCOUNT NUMBER	Cases for Issue					Week Beginning				
			TOTAL CASES	/	/	/	/	/				
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
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18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
TOTAL												

Minimum total commodity order of 10 cases per delivery site for each delivery date

U. S. FOODSERVICE - FORT MILL
 TRACI MAYFIELD
Traci.Mayfield@usfood.com
 TELEPHONE (803) 802-6333
 FAX# (803) 802-6303

U. S. FOODSERVICE - LEXINGTON
 YVONEE SHEALY
yvonne.shealy@usfood.com
 TELEPHONE (803) 951-4238
 FAX (803) 951-4352

SHARON GASPER
Sharon.Gasper@usfood.com
 TELEPHONE (803) 951-4345

Signature _____

- 1 Must allow a minimum one week's lead time for first delivery.
- 2 All revisions must be clearly marked and form must say REVISION
- 3 No revision allowed once distributor has keyed the order.

INVENTORY REMAINING AT DISTRIBUTOR FOR

School District Name

Please indicate if Fort Mill or Lexington : _____

Product Name	D0# or Manufacture Code	Number of Cases at US Foodservice	Date expecting to pull
--------------	-------------------------------	---	---------------------------

Frozen

TOTAL FROZEN **0**

Product Name	D0# or Manufacture Code	Number of Cases at US Foodservice	Date expecting to pull
--------------	-------------------------------	---	---------------------------

Chill

TOTAL CHILL **0**

Product Name	D0# or Manufacture Code	Number of Cases at US Foodservice	Date expecting to pull
--------------	-------------------------------	---	---------------------------

Dry

TOTAL DRY **0**

Directors Signature

COMPANY NAME Contact Person Name / Address / Phone
 Number:
 Contact Person Email

SC Commodity Processing Shipment Breakdown

~Manufacturer's Name Goes Here~

*Shipment ID # _____

Anticipated delivery date: _____

*(this is to be a unique number that Processor assigns that will also appear on school's invoice and on email notification from distributor to schools)

RA #	SCHOOL DISTRICT	PRODUCT NAME	PRODUCT NAME	PRODUCT NAME	PRODUCT NAME	PRODUCT NAME	PRODUCT NAME	
		MFG NUMBER	MFG NUMBER	MFG NUMBER	MFG NUMBER	MFG NUMBER	MFG NUMBER	
TOTAL		0	0	0	0	0	0	0

TRUCK TOTAL

Check box to indicate shipment destinations

Ship To:

☐

USFS FORT MILL
 125 Fort Mill Pkwy
 Ft Mill, SC 29715

OR

☐

USFS Lexington
 120 Longs Pond Rd
 Lexington, SC 29072

CONTACT LIST

Brokers

Distributor

Processors

Recipient School Agencies

**Recipient Resident Child Care Institutions &
Private Parochial Schools**

PROCESSOR	COMPANY SALES REP (customers contact)	COMPANY REP PHONE	COMPANY REP EMAIL	MAILING ADDRESS	CITY	STATE	ZIP	BROKER
Advance	Ann Hartley	704-658-9114	ahartley@advancefoodcompany.com	142 Sunridge Drive	Mooresville	NC	28117	Sharin Food Service
Brookwood Farms	Wesley E. Garner	800-472-4787	Wesgarner@brookwoodfarms.com	PO Box 277	Siler City	NC	27344	HOPCO Foodservice Marketing
Clovervale	Brock Stevens	864-421-3515	bstevens@clovervale.com	1833 Cooper Foster Park Road	Amherst	OH	44001	McIntyre Sales, Inc.
DFM	Don Appling	770-493-8608 x 310	dappling@dfminc.biz	4305 Lynburn Drive	Tucker	GA	30084	HOPCO Foodservice Marketing
Eastside	Michael S. McDonald	919-602-4287	mmcdonald@eastsideentrees.com	318 Bashford Road	Raleigh	NC	27606-1109	HOPCO Foodservice Marketing
Farm Rich SeaPak	Karen Ford	912/634-3023	kford@rich-seapak.com	127 Airport Road	St. Simons Island	Georgia	31522	McIntyre Sales, Inc.
<small>Farm Rich SeaPak</small>	Ginny Spencer	912/399-0913	gspencer@rich-seapak.com	127 Airport Road	St. Simons Island	Georgia	31522	McIntyre Sales, Inc.
Gilardi	Sandi Brooker	410-997-8063	sandi.brooker@conagrafoods.com	5679 D. Harpers Farm Rd.	Columbia	MD	21044	Quality Sales & Marketing
Gold Kist	Jack Crawford	770-393-5567	jack.crawford@goldkist.com	PO Box 2210	Atlanta	GA	30301	Quality Sales & Marketing
High Liner Foods (USA) Inc.	Dave Plese	865-769-0548	dave.plese@highlinersfoods.com	3300 Lands End Lane	Knoxville	TN	37931	KeyImpact
Horizon	Curt Connor	800-327-6917	cconnor@horizonsnackfoods.com	1075 Twin Elms Lane	Batavia	IL	60510	KeyImpact
Jennie-O	Joy Dwyer	260-348-0057	jtdwyer@j-ots.com	16970 Apple Road	Bourbon	IN	46504	McIntyre Sales, Inc.
JTM FoodGroup	Mike Spencer	678-493-2316	mike.spencer@jtmfoodgroup.com	102 Cavit Court	Canton	GA	30114	Quality Sales & Marketing
Kings Delight	Ken Fries	770-536-5177 x131	ken.fries@kingsdelight.com	same	same	GA	30504	McIntyre Sales, Inc.
Land O'Lakes, Inc.	Heifdi Blaine	863-858-7380	hlblaine@landolakes.com	946 Timbergreen	Lakeland	FL	33809	N/A
Miceli Dairy	Dave Roman	888-824-0700 x122	droman@unitedcommoditygroup.com	44451 Pinetree Dr.	Plymouth	MI	48170	N/A
Michael Foods	Michael Butkus	763-434-3245	michael.butkus@michaelfoods.com	15990 Tippecanoe St NE	Ham Lake	MN	55304	Quality Sales & Marketing
Nardone	Vincent J Nardone	570-823-0141	vjn1@att.net	420 New Commerce blvd	Wilkes Barre	PA	18706	McIntyre Sales, Inc.
Oak Valley	Jeff Harris of Key Impact	704-564-9186	jeffh@associatedfoods.net					KeyImpact
Pierre Foods, Inc.	Shannon Gaddis	704-813-8054	sgaddis@intercoastsales.com	126 Caraway Ln	Mooresville	NC	28117	Inter Coast
Pilgrim's Pride	Doug Cowgill	404 942 4152	doug.cowgill@pilgrimspride.com	1965 Evergreen Blvd. Suite 100	Duluth	GA	30096	Sharin Food Service
Quick-to-Fix / ADVANCE FOODS	Irvina Short / Thelma Minton	972-487-3808 / 972-487-3801	irvinas@qtffoods.com/ Tminton@qtffoods.com	209 Range Drive	Garland	TX	75040	McIntyre Sales, Inc.
Schreiber Foods, Inc.	Patrick Michael	724-378-6653	patrick.michael@schreiberfoods.com	115 Michael Drive	Aliquippa	PA	15001	McIntyre Sales, Inc.
Schwan's Food Service	Chip Conner	770-973-6582	chip.conner@schwans.com	3360 Woodleaf Way	Marietta	GA	30062	HOPCO Foodservice Marketing
Smart Mouth / Bull's Eye	Wanda Limon	770-457-7611, ex12	wandal@smartmouthfoods.com	1858 Independence Square, Suite B	Atlanta	GA	30338	N/A
Sunny Fresh	Jonathan Ford	763-271-5692	jonathan_ford@cargill.com	206 West Fourth St.	Monticello	MN	55362	Harvest Foods
Tabatchnick	Marc Blake	410-363-3651	Marcblake@aol.com	P.O Box 504	Owing Mills	MD	21117	KeyImpact
The J. M Smucker Company	Rick Tuggle	352-746-3711	rick.tuggle@jmsmucker.com	390 W. Briton Street	Hernando	FL	34442	Quality Sales & Marketing
Tyson Sales & Distribution, Inc.	Naomi Colvin	479-290-7449	naomi.colvin@tyson.com	2210 W. Oaklwan Dr.	Springdale	AR	72762	ACH Foodservice
United Commodity Group	Dave Roman	888-824-0700 x122	droman@unitedcommoditygroup.com	44450 Pinetree Dr.	Plymouth	MI	48170	N/A
Wawona Frozen Foods	Toni Lindeleaf	559-2992901 X 226	tonil@wawona.com	100 W. Alluvial Ave	Clovis	CA	93611	
Zartic, Inc.	Vernon Haynes	704-855-1438	vhaynes@zartic.com	501 North Chapel St.	Landis	NC	28088	KeyImpact

BROKER	COMPANY REP	MAILING ADDRESS	CITY	STATE	ZIP	PHONE	EMAIL	ALTERNATE CONTACT	ALTERNATE PHONE	ALTERNATE EMAIL
ACH	Monte Hicks	P.O. Box 7687	Charlotte	NC	28241	(800) 621-0830	monteh@achfs.com			
CAFÉ Inc	Jettie Robinson	100 Executive center Dr. Santee Bldg A9	Cola	SC	29210	803-731-0007	jettierobinson@cafemarketing.com		704-332-2233	
Harvest Foods	Doug Shealy	342 B Riverchase Way	Lexington	S.C.	29072	803-926-3232	dshealy@harvestfoods-inc.com	Tony Banks	803-240 -7123	tbanks@harvestfoods-inc.com
Inter Coast Sales & Marketing	Shannon Gaddis	126 Caraway Lane	Mooreville	NC	28117	704-660-7735	sgaddis@intercoastsales.com			
Inter Coast Sales & Marketing	Charlotte Minick	1182 Lon Stoudemire Trail	Little Mountain	SC	29075	803-345-0092	cminick@intercoastsales.com			
KeyImpact	Jeff Harris	9013-E Perimeter Woods Drive	Charlotte	NC	28216	800-326-3430, ext 50	jharris@kisaes.com	Sayan Xanaxay	704-596-7762	sxanaxay@kisaes.com
McIntyreSales, Inc.	Regina N. Price	100 South Side Drive	Charlotte	NC	28217	704-973-5595	rprce@mcintyresales.com		704-398-0204	<i>none</i>
McIntyreSales, Inc.	Eric D. Longshore	100 South Side Drive	Charlotte	NC	28217	704-963-5596	elongshore@mcintyresales.com		704-398-0204	<i>none</i>
McIntyreSales, Inc.	John Jernigan	100 South Side Drive	Charlotte	NC	28217	704-973-5564	jjernigan@mcintyresales.com		704-398-0204	<i>none</i>
McIntyreSales, Inc.	Debbie Etters	100 South Side Drive	Charlotte	NC	28217	704-973-5554	detters@mcintyresales.com		704-398-0204	<i>none</i>
McIntyreSales, Inc.	Susan R. Thomas	100 South Side Drive	Charlotte	NC	28217	704-973-5599	sthenas@mcintyresales.com		704-398-0204	<i>none</i>
HOPCO Foodservice Marketing	Linda Benyo	8 Rubaiyat Ct.	Greer	SC	29650	864-278-0066 VM 800-224-6726 #451	lindab@hopcoborker.com	Bob Abrams	704-248-0988	
HOPCO Foodservice Marketing	Bob Abrams	6047 Tyvola Glen Circle	Charlotte	NC	28269	(704)724-6713			1-877-676-9446	
Quality Sales & Marketing	Ray Bullock	500 Lance Drive	Columbia	SC	29212	803-561-0304	r4319BULL@aol.com	Debbie Keller	803-531-1503	Dkeller@qsmcarolinas.com
Sharin Food Service	Rhoda Mill	3021-2 McNaughton Drive	Columbia	SC	29223	803-699-9016	rhodam@Sharinfoods.com	Pete Skrocki	803 699-9011	petes@Sharinfoods.com

CONTACTS

FORT MILL

FAX # 803-802-6303

Commodity Coordinator:

TRACI MAYFIELD EMAIL Traci.Mayfield@usfood.com PHONE# 803-802-6333

Appointments:

DAVID HAMPTON PHONE 803-802-6115

LEXINGTON

FAX# 803-951-4352

Commodity Coordinator:

YVONNE SHEALY EMAIL Yvonne.Shealy@usfood.com PHONE # 803-951-4238

SHARON GASPER EMAIL Sharon.Gasper@usfood.com PHONE # 803-951-4345

Appointments:

Chill / Frozen:

LATONYA WILLIAMS PHONE 803-951-4268

Dry:

MELBA MILLER PHONE 803-951-4316

STATE OFFICE:

FAX# 803-734-3702

CRAIG BROOKS EMAIL cbrooks@ed.sc.gov

PHONE #803-734-8209

CHERYL SNIAGON EMAIL csniegon@ed.sc.gov

PHONE #803-734-0897

R/A #	School District	DIRECTOR/ SUPERVISOR OF FOOD PROGRAM	Mailing Address	City	State	Zip	Distribution Warehouse	Fax	Primary Contact Phone	Primary Contact Person & Title	Primary Contact Email	Secondary Contact Person & Title	864-429-1748 x10	Secondary Contact Phone
0160000	Abbeville	Brenda Chadwick	P O Box 736	Abbeville	SC	29620	Ft. Mill	864-366-8531	864-366-5428 ext.1066	Brenda Chadwick, Supervisor	bchadwick@acsd.k12.sc.us			
0201000	Aiken	JoAnn Griffin	1000 Brookhaven Dr.	Aiken	SC	29803	Lexington	803-641-2519	803-641-2517	Glenda Wafford	gwafford@aiken.k12.sc.us	JoAnn Griffin, Director	jgriffin@aiken.k12.sc.us	803-641-2518
0301000	Allendale	Victorine L. Cooper	P O Box 458	Allendale	SC	29810	Lexington	(803) 584-5303	(803) 584-4603	Victorine L. Cooper, Director	cooperv@acs.k12.sc.us	Angela Grant, Secretary	granta@acs.k12.sc.us	(843) 697-5994
0401000	Anderson 1	Deborah Joye	P O Box 99	Williamston	SC	29697	Ft. Mill	864-847-7344	864-847-7344	Deborah Joye, Supervisor	joyed@anderson1.k12.sc.us			
0402000	Anderson 2	Carolyn Barnes	402 Bleckley Street	Anderson	SC	29625	Ft. Mill	864-226-7986	864-225-0591	Carolyn Barnes, Director	cjbarnes@boardofed.net			
0403000	Anderson 3	Carolyn Barnes	402 Bleckley Street	Anderson	SC	29625	Ft. Mill	864-226-7986	864-225-0591	Carolyn Barnes, Director	cjbarnes@boardofed.net			
404000	Anderson 4	Peggy Luther, Chartwells	7092 B Howard Street	Spartanburg	SC	29303	Ft. Mill	(864)253-9574	(864) 253-9567	Peggy Luther	Peggy.Luther@compass-usa.com	Tonya Greer	Tonya.Greer@compass-usa.com	864-253-9567
0405000	Anderson 5	Sandi Jordan	P O Box 439	Anderson	SC	29622	Ft. Mill	(864) 260-5074	(864) 260-5030	Sandi Jordan, Director	SandiJordan@Anderson5.net	Shannon Junkins, Secr	ShannonJunkins@Anderson5.net	(864) 260-5029
0501000	Bamberg 1	Karen Threatt	P O Box 974	Bamberg	SC	29003	Lexington	803-245-3056	803-245-3055	Karen Threatt, Supervisor	kcthre@aol.com			
0502000	Bamberg 2	Judy Faust	62 Holly Street	Denmark	SC	29042	Lexington	803-793-2066	803-793-5041 X 18	Judy Faust, Coordinator	jfaust@bamberg2.k12.sc.us			
0619000	Barnwell 19	Olivia Still	P O Box 185	Blackville	SC	29817	Lexington	803-284-4417	803-284-5620	Olivia Still, Supervisor	libby.still@barnwell19.k12.sc.us			
0629000	Barnwell 29	Brenda Steadman	12255 Main Street	Williston	SC	29853	Lexington	803-266-3879	803-266-7878	Brenda Steadman, CF&N	bsteadman@williston.k12.sc.us	Sally Kardes, Office of Finance	skardes@williston.k12.sc.us	803-266-7878
0645000	Barnwell 45	John Johnson	779 Allen Street	Barnwell	SC	29812	Lexington	803-541-1304	803-541-1403	John Johnson Director	ijohnson@barnwell45.k12.sc.us			
0701000	Beaufort	Larry Haile	P O Box 755	Beaufort	SC	29901-0755	Lexington	843-322-0816	843-322-0751	Penny Inabinett- Supervisor	jai9469@beaufort.k12.sc.us	Larry Haile-GM	ldh6510@beaufort.k12.sc.us	843-322-0809
0801000	Berkeley	Kim Hogge	P O Box 487	Moncks Corner	SC	29461	Lexington	843-899-8779	843-899-8785	Karen Taylor	KarenMTaylor@berkeley.12.sc.us	Kim Hogge, Supervisor	kimhogge@berkeley.k12.sc.us	
0901000	Calhoun	Shana Hill	P O Box 215 / 203 Richland Ave	St Matthews	SC	29135	Lexington	803-655-5319	803-874-1602	Doris Grant, Administrative Asst.	dgrant@ccps.calhoun.k12.sc.us	Shane Hill, Nutrition Services Coordinator	shill@ccps.calhoun.k12.sc.us	803-655-5319
1001000	Charleston	Walter Campbell	3999 Bridge View Drive	North Charleston	SC	29405	Lexington	843-529-3920	(843) 566-7268	Julie Green Food Service Coordinator	juliann_green@charleston.k12.sc.us			843-566-8189
1101000	Cherokee	Valerie Addis	P O Box 460	Gaffney	SC	29340	Ft. Mill	864-902-3585	864-902-3583	Diane Cooper, Secretary	diane.cooper@gw.cherokee1.k12.sc.us	Valerie Addis, Director	valerie.addis@gw.cherokee1.k12.sc.us	864-902-3582
1201000	Chester	Angela McCrorey	109 Hinton Street	Chester	SC	29706	Ft. Mill	803-581-0863	803-581-9515	Angela McCrorey, Director	amccrorey@chester.k12.sc.us	Jane Neeley, Admin. Asst	janen@chester.k12.sc.us	803-581-9517
1301000	Chesterfield	Meriel Gordon	401 West Boulevard	Chesterfield	SC	29709	Lexington	843-623-3434	843-623-2179	Meriel Gordon	mgordon@chesterfield.k12.sc.us	Robin Davis	rdavis@chesterfield.k12.sc.us	843-623-2175
1401000	Clarendon 1	Annie F. Taylor	P O Box 38	Summerton	SC	29148	Lexington	803-485-7065	803-485-2325 ext224	Annie F. Taylor, Director	ataylor@clar1.k12.sc.us	Ruth Coard Administrative Assistant	rcoard@clar1.k12.sc.us	803-485-2325 x 228
1402000	Clarendon 2	Mary Graham	P O Box 1252	Manning	SC	29102	Lexington	803-435-0798	803-435-4082	Mary Graham FSD	mgraham@clarendon2.k12.sc.us		none	none
1403000	Clarendon 3	Gwen Phillips	P O Box 270	Turbeville	SC	29162	Lexington	843-659-3204	843-659-2187	Gwen Phillips, Foodservice Supervisor	gphillips@clarendon3.org			
1501000	Colleton	Patti Johnson	214 Bailey Street	Walterboro	SC	29488	Lexington	843-549-2096	843-549-2096	Shirley Lamb, Purchasing Agent	slamb1999@yahoo.com	Margaret "Patti" Johnson, Director	pjohnson98@yahoo.com	843-549-6642
1601000	Darlington	Pam Vaughn	131 St John Street	Darlington	SC	29532	Lexington	843-398-5001	843-398-2315	Pam Vaughan, SFS Director	pamv@adrlington.k12.sc.us	Rene Sturgeon, Tech	renes@darlington.k12.sc.us	843-398-2318

R/A #	School District	DIRECTOR/ SUPERVISOR OF FOOD PROGRAM	Mailing Address	City	State	Zip	Distribution Warehouse	Fax	Primary Contact Phone	Primary Contact Person & Title	Primary Contact Email	Secondary Contact Person & Title	864-429-1748 x10	Secondary Contact Phone
1701000	Dillon 1	Alexa Grubb	405 West Washington Street	Dillon	SC	29536	Lexington	843-841-3678	843-841-6883	Alexa Grubb, Director	gurbba@dillon2.k12.sc.us	Annelle Covington, Procurement Secretary	covingtona@dillon2.k12.sc.us	843-841-6894
1702000	Dillon 2	Alexa Grubb	405 West Washington Street	Dillon	SC	29536	Lexington	843-841-3678	843-841-6883	Alexa Grubb, Director	gurbba@dillon2.k12.sc.us	Annelle Covington, Procurement Secretary	covingtona@dillon2.k12.sc.us	843-841-6894
1703000	Dillon 3	Theresa Rogers	205 King Street	Latta	SC	29565	Lexington	843-752-2081	843-752-7101	Theresa Rogers, Director	Theresa@mail.dillon3.sc.us			
1802000	Dorchester 2	Ray Bahadori	102 Greenwave Blvd	Summerville	SC	29483	Lexington	843-821-3904	843-873-2901 X 3062	Tamara Siemers, Admin Asst	Tsiemers@dorchester2.k12.sc.us	Ray Bahadori, Director	rbahadori@dorchester2.k12.sc.us	843-873-2901 X 3060
1804000	Dorchester 4	Pat Truett	500 Ridge Street	St George	SC	29477	Lexington	843-563-5917	843-563-5919	Pat Truett, Supervisor	ptruett@mail.dd4.k12.sc.us	Michelle Kelly, Sec	mkelly@mail.dd4.k12.sc.us	843-563-5918
1901000	Edgefield	Melissa Dorland	P O Box 178	Edgefield	SC	29824	Lexington	803-275-5789	803-275-5788 X 22	Melissa Dorland, Food Service Supervisor	mdorland@edgefield.k12.sc.us	Betty Watson, Food Service Secretary	bwatson@edgefield.k12.sc.us	803-275-5788 X 21
2001000	Fairfield	Chasity Hanton	P O Drawer 622	Winnsboro	SC	29501	Lexington	803-635-4068	803-635-4607 X 337	Chasity Hanton, Supervisor	Chanton@fairfield.k12.sc.us	Wanda Robinson	robinsonw@fairfield.k12.sc.us	
2101000	Florence 1	Bill Vaughan	319 South Dargan Street	Florence	SC	29506	Lexington	843-679-4492	843-673-1122	Bill Vaughan, Director	bvaughan@fsd1.org	Dawn Allen	jdallen@fsd1.org	843-673-1120
2102000	Florence 2	Johnnis Tanner	2121 South Pamplico Highway	Pamplico	SC	29583	Lexington	843-493-1912	843-493-2502	Johnnis Tanner, Supervisor	jtannerflo2.k12.sc.us	Robert E. Sullivan, Jr., Asst. Supt.	rsullivanflo2.k12.sc.us	843-493-2502
2103000	Florence 3	Elizabeth Whaley	P O Box 1389	Lake City	SC	29560	Lexington	843/374-1354	843/374-3831, x 1117	Elizabeth Whaley, Food Service Supv.	ewhaley@florence3.k12.sc.us	Barbara Ramsey, Asst. Food Service Supv.	bramsey@florence3.k12.sc.us	843/374-3831, x1128
2104000	Florence 4	Ken Hyman	304 Kemper Street	Timmonsville	SC	29161	Lexington	843-346-5159	843-346-3956	Ken Hyman, Dir of Operations	khyman@florence4.k12.sc.us	Elizabeth Waden		843-346-3956 X 32
2105000	Florence 5	Jeannie Carmichael	P O Box 98	Johnsonville	SC	29555	Lexington	843-386-3029	843-386-2358	Jeannie Carmichael, Supervisor	jcarmich@do.flo5.k12.sc.us			
2201000	Georgetown	Jan Knox	2018 Church Street	Georgetown	SC	29440	Lexington	843-436-7058	843-436-7078	Jan Knox, Director	jknox@gcsd.k12.sc.us	Terri Freeman, Program Manager	tfreeman@gcsd.k12.sc.us	843-436-7079
2301000	Greenville	Eileen Staples	2 Space Drive	Taylors	SC	29687	Ft. Mill	864-355-9648	864-355-9648	Quentin Cavanagh	qcavanag@greenville.k12.sc.us	Eileen Staples	estaples@greenville.k12.sc.us	864-355-1245
2450000	Greenwood 50	Peggy Luther, Chartwells	7092 B Howard Street	Spartanburg	SC	29303	Ft. Mill	(864)253-9574	(864) 253-9567	Peggy Luther	Peggy.Luther@compass-usa.com	Tonya Greer	Tonya.Greer@compass-usa.com	864-253-9567
2451000	Greenwood 51	Dani Walden	56 South Greenwood Avenue	Ware Shoals	SC	29692	Ft. Mill	(864)456-2890 * must call ahead - fax not automatic	(864)456-7496 ext. 2030	Dani Walden, Director	dwalden@gwd51.k12.sc.us			
2452000	Greenwood 52	Dani Walden	810 Johnston Road	Ninety-Six	SC	29666	Ft. Mill	(864)543-4962	(864)543-7619	Dani Walden, Director	dwalden@greenwood52.org			
2501000	Hampton 1	Mozelle Murdaugh	P O Box 674	Hampton	SC	29924	Lexington	(803) 943-4713	(803) 943-4011	Mozelle Murdaugh, Coordinator Support Services	mwmurdaugh@hampton1.k12.sc.us	Donna Pitman, Assistant	dpitman@hampton1.k12.sc.us	(803) 943-4576
2502000	Hampton 2	Mary Evans	P O Box 928	Estill	SC	29918	Lexington	803-625-4254	803-625-5251	Mary Evans, Supervisor	EvanMar@hampton2.k12.sc.us	Linda Best, Secretary	BestLin@hampton2.k12.sc.us	803-625-5250
2601000	Horry	Laura Farmer	P O Box 260005	Conway	SC	29528	Lexington	843-488-6928	843-488-6949	Kim Cannon, Purchasing / Commodity Clerk	kcannon@do.hcs.k12.sc.us	Laura Farmer, Director	lfarmer@do.hcs.k12.sc.us	843-488-6927
2701000	Jasper	Lydia Breland	P O Box 848	Ridgeland	SC	29936	Lexington	843-717-1190	843-717-1140	Lydia Breland, Supervisor	lbreland@csd.net	Frances Adams, Secretary	fadams@csd.net	843-717-1141
2801000	Kershaw	Sally Gardner	1301 Dubois Court	Camden	SC	29020	Lexington	803-424-2858	803-425-8906	Brenda Williams	williamsb@kcsd.k12.sc.us	Sally B. Gardner	gardnersb@kcsd.k12.sc.us	803-425-8906
2901000	Lancaster	Mary Thompson	300 S. Catawba Street	Lancaster	SC	29720	Ft. Mill	803.286.4865	803.286.6972	Mary Thompson, Dircc	mthompso@lcsd.k12.sc.us	Jane Gibson, Adm. Asst.	jgibson@lcsd.k12.sc.us	803.286.6972
3055000	Laurens 55	Wanda Knight	1029 West Main Street	Laurens	SC	29360	Ft. Mill	864-984-8110	864-984-3568	Wanda Knight, Director	wknight@laurens55.k12.sc.us	Tammy Wigley or Brenda Wood	twigley@laurens55.k12.sc.us / bwood@laurens55.k12.sc.us	864-984-8108

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3056000	Laurens 56	Cindy Jacobs	600 East Florida Street	Clinton	SC	29325-2603	Ft. Mill	864-833-0804	864-833-0802 X 103	Cindy Jacobs	chjacobs@laurens56.k12.sc.us	Michelle Tate	mstate@laurens56.k12.sc.us	864-833-0802 X 141
3101000	Lee	Elaine H. Cain	P O Box 507	Bishopville	SC	29010	Lexington	803.484.9107	803.484.5327 x335	Elaine Cain/Director of FS	caine@lee.k12.sc.us	Barbara Toney, Adm	toneyb@lee.k12.sc.us	none
3201000	Lexington 1	Pat Carter	P O Box 1869	Lexington	SC	29071	Lexington	803-951-8330	803-951-8353	Patricia Carter, Coordinator School Nutrition	pcarter@lexington1.net	Norma Cannon, Purchasing Secretary	ncannon@lexington1.net	803-951-8390
3202000	Lexington 2	Deb McLaughlin	715 Ninth Street	West Columbia	SC	29169	Lexington	803-739-3919	803-739-4010	Deb McLaughlin FSD	dwhitmire@lex2.org	Renee Boling Admin	rboling@lex2.org	803-739-4010
3203000	Lexington 3	Susan Cassels	338 West Columbia Avenue	Batesburg	SC	29006	Lexington	803-532-8000	803-532-8006	Susan Cassels	scassels30@aol.com	Donna Leaphart	dleaphart@lex3.k12.sc.us	803-532-8006
3204000	Lexington 4	Lora Beth Rucker	607 East 5th Street	Swansea	SC	29160	Lexington	(803)568-1020	(803)779-7373 or (803)568-1000 extension 1007	Lora Beth Rucker	lrucker@lexington4.net	Debra Hoffman, Administrative Assistant	dhoffman@lexington4.net	(803)779-7373 or (803)568-1000, extension 1030
3205000	Lexington 5	Ben Madden	1020 Dutch Fork Road	Irmo	SC	29063	Lexington	803 732 8032	803 732 8012 ext. 152	Benjamin Madden	bmadden@lex5.k12.sc.us	Audrey Hunt	ahunt@lex5.k12.sc.us	732-8012 ext.153
3301000	McCormick	Geraldine Morris Food Service Director	821 North Mine Street	McCormick	SC	29835	Lexington	864-852-2883	864-852-2435 Ext:233	Geraldine Morris	morrisg@mccormick.k12.sc.us			
3401000	Marion 1	Julia Edwards	719 North Main Street	Marion	SC	29571	Lexington	843-423-8328	843-423-1811	Julia Edwards, Supervisor	jedwards@marion1.k12.sc.us			
3402000	Marion 2	Judy Jones	P O Box 689	Mullins	SC	29574	Lexington	843-464-3705	843-464-3740	Judy Jones, Foodservice Supervisor	jjones@marion2.k12.sc.us	Rose Campbell	rcampbe@marion2.k12.sc.us	843-464-3740
3407000	Marion 7	Brenda Cross,	P O Drawer 1439	Rains	SC	29589	Lexington	843-423-0290	843-423-4800	Brenda Cross, Director	bcross@marion7.k12.sc.us			
3501000	Marlboro	Donnie Chavis	P O Box 947	Bennettsville	SC	29512	Lexington	843-454-2011	843-479-5931	Donnie Chavis, Director	dchavis@marlboro.k12.sc.us	Sandy Wallace, Supervisor	swallace@marlboro.k12.sc.us	843-479-5932
3601000	Newberry	Ann Alely McConnell	P O Box 718	Newberry	SC	29108	Lexington	803-321-2610	803-321-2612 or 803-321-2614	Vicki Livingston	vlivingston@newberry.k12.sc.us	Ann Alely McConnell Director	amcconnell@newberry.k12.sc.us	803-276-2528
3701000	Oconee	Carl Holmes	123 South Cove Road	Seneca	SC	29672	Ft. Mill	864-985-5246	864-985-5244	Sheila Blackwell	sblackwell@oconee.k12.sc.us	Carl Holmes	cwholmes@oconee.k12.sc.us	864-985-5242
3803000	Orangeburg 3	Gerald Wright	P O Box 98	Holly Hill	SC	29059	Lexington	803-496-5850	803-496-3288 X 211	Gerald Wright, Supervisor	wrightg@obg3.k12.sc.us			
3804000	Orangeburg 4	Ann Milhouse	P O Box 68	Cope	SC	29038	Lexington	803-536-4638	803-534-8081	Ann Milhouse	milhouseann@orangeburg4.com	Angela Robinson	robinsona@orangeburg4.com	803-534-8081
3805000	Orangeburg 5	Donnie Boland	578 Ellis Avenue	Orangeburg	SC	29115	Lexington	803-533-7991	803-533-7291	Gayle Brown	GMB06@orangeburg5.k12.sc.us	Jackie Harris		
3901000	Pickens	Della Lollis, Supervisor	415 Ann Street	Pickens	SC	29671	Ft. Mill	864-898-5636	864-878-8700 X114	Della Lollis	lolliisd@pickens.k12.sc.us			
4001000	Richland 1	Imogene F. Clarke	201 Park Street	Columbia	SC	29201	Lexington	803.231.6962	803.231.6953	Imogene F. Clarke, Director	iclarke@richlandone.org	Tracy Grant	tgrant@richlandone.org	803.231.6957
4002000	Richland 2	Carolyn Rightsell	124 Risdon Way	Columbia	SC	29223	Lexington	803-699-3678	803-419-2735	Tami Neitz, Secretary	tneitz@ssc.richland2.org	Carolyn Rightsell, Director	crightse@ssc.richland2.org	803-736-3774
4101000	Saluda	Beverly Funderburk	404 North Wise Road	Saluda	SC	29138	Lexington	864-445-9671	864-445-8441 X 219	Beverly Funderburk, Director	bfunderb@saluda.k12.sc.us			
4201000	Spartanburg 1	Pam Luechtefeld, Chartwells	7092-B Howard Street	Spartanburg	SC	29303	Ft. Mill	(864)253-9574	(864) 253-9567	Pam Luechtefeld	Pam.Luechtefeld@compass-usa.com	Tonya Greer	Tonya.Greer@compass-usa.com	864-253-9567
4202000	Spartanburg 2	Pam Luechtefeld, Chartwells	7092-B Howard Street	Spartanburg	SC	29303	Ft. Mill	(864)253-9574	(864) 253-9567	Pam Luechtefeld	Pam.Luechtefeld@compass-usa.com	Tonya Greer	Tonya.Greer@compass-usa.com	864-253-9567
4203000	Spartanburg 3	Pam Luechtefeld, Chartwells	7092-B Howard Street	Spartanburg	SC	29303	Ft. Mill	(864)253-9574	(864) 253-9567	Pam Luechtefeld	Pam.Luechtefeld@compass-usa.com	Tonya Greer	Tonya.Greer@compass-usa.com	864-253-9567
4204000	Spartanburg 4	Carolyn Cothran	118 McEdco Road	Woodruff	SC	29388	Ft. Mill	864-476-8616	864-476-3186	Carolyn Cothran SFS supervisor	ccothran@spartanburg4.org	Chris Benfield Business Manager	cbenfield@spartanburg4.org	864-476-3186

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4205000	Spartanburg 5	Pam Luechtefeld, Chartwells	7092-B Howard Street	Spartanburg	SC	29303	Ft. Mill	(864)253-9574	(864) 253-9567	Pam Luechtefeld	Pam.Luechtefeld@compass-usa.com	Tonya Greer	Tonya.Greer@compass-usa.com	864-253-9567
4206000	Spartanburg 6	Pam Luechtefeld, Chartwells	7092-B Howard Street	Spartanburg	SC	29303	Ft. Mill	(864)253-9574	(864) 253-9567	Pam Luechtefeld	Pam.Luechtefeld@compass-usa.com	Tonya Greer	Tonya.Greer@compass-usa.com	864-253-9567
4207000	Spartanburg 7	Pam Luechtefeld, Chartwells	7092-B Howard Street	Spartanburg	SC	29303	Ft. Mill	(864)253-9574	(864) 253-9567	Pam Luechtefeld	Pam.Luechtefeld@compass-usa.com	Tonya Greer	Tonya.Greer@compass-usa.com	864-253-9567
4302000	Sumter 2	Terry Brian	P O Box 2425	Sumter	SC	29151	Lexington	803-469-6144	803-469-6900 X 311	Dee Cook, Procurement Specialist	dcCook@scsd2.k12.sc.us	Terry Brian	tbrian@scsd2.k12.sc.us	803-469-6900 X 312
4317000	Sumter 17	Juanita Green	PO Drawer 1180	Sumter	SC	29150	Lexington	803-469-8561	803-469-8536 x142	Juanita Green	greenj@sumter17.k12.sc.us	Susan Hinkle Ad.Assit.	hinkles@sumter17.k12.sc.us	803-469- 8536x143
4401000	Union	Susan Hurley	P O Box 907	Union	SC	29379	Ft. Mill	864-429-2838	864-429-1748 x17	Susan Hurley, Food Service Director	susanh@union.k12.sc.us	Darla Love	DariaL@union.k12.sc.us	864-429-1748 x19
4501000	Williamsburg	Valerie Mouzon	423 School Street	Kingstree	SC	29162	Lexington	843-355-2080	843-355-0837	Berlen Johnson	bjohnson@wcsd.k12.sc.us	Valerie Mouzon	vmouzon@wcsd.k12.sc.us	843-355-0835
4601000	York 1	Jeff Clarke	Sodesho Svs P O Box 770	York	SC	29745	Ft. Mill	803-684-1903	803-684-9916	Jeff Clarke, FSD	jclarke@york.k12.sc.us	Sandy Brackett	sbrackett@york.k12.sc.us	803-684-9916
4602000	York 2 (Clover)	Susan Roberts	604 Bethel Street	Clover	SC	29710	Ft. Mill	803.222.8010	803.222.7191			Amy Cooper	coopera@clover.k12.sc.us	same
4603000	York 3 (Rock Hill)	Chad Mitchell	660 N. Anderson Rd	Rock Hill	SC	29730	Ft. Mill	803-981-1097	803-981-1018	Gigi Bull	gbull@rock-hill.k12.sc.us	Chad Mitchell, Director	ccmitch@rock-hill.k12.sc.us	
4604000	York 4 (Ft. Mill)	Linda Hill, Coordinator	131 E Elliott Street	Fort Mill	SC	29715	Ft. Mill	803-802-2031	803-548-8210	Linda Hill, Supervisor	hilll@fort-mill.k12.sc.us	Kathy Smith	smithky@fort-mill.k12.sc.us	803-548-3549

R/A #	RCCL / PRIVATE PAROCHIAL SCHOOL	PERSON IN CHARGE OF FOOD PROGRAM	Mailing Address	City	State	Zip	Distribution Warehouse	Fax	Primary Contact Phone	Primary Contact Person & Title	Primary Contact Email	Secondary Contact Person & Title	Secondary Contact Email	Secondary Contact Phone
1065000	Addleston Hebrew	Rabbi Achiya Delouya	1639 Wallenberg Blvd	Charleston	SC	29407	Lexington	843.571.6116	843.571.1105	Principal	adelouya@addlestone.org			
0766001	Beaufort Marine Institute	Michael Shuman	60 Honeybee Island Rd	Seabrook	SC	29940	Lexington	843-846-4147	843-846-2128	Bill Antley Business Manager	bmi-bm@ami-fl.org	Mike Shumans Executive Director	bmi-ed@ami-fl.org	843-846-2127
1666001	Billie Hardee Home for Boys	Wayne Chapman	P O Box 617	Darlington	SC	29540	Lexington	843.393.6471	843.393.8600	Wayne Chapman	wayne_32250@msn.com	Connell Delaine	no e-mail	843.393.8600
2366002	Boys Home of the South	Chris Leach	10612 Augusta Road	Belton	SC	29627	Ft. Mill	864-243-5743	864-243-3443	Chris Leach	vicki.webb@boyshomeofthesouth.org			
2865001	Camden Military	Sargent Whitehurst	520 Highway 1 North	Camden	SC	29020	Lexington	803-425-1020	803-432-6001	James Whitehurst, Dining Hall Supervisor		Brandee Young, Accounting	brandeeyoung@yahoo.com	803-424-5616
3565001	Camp Bennettsville	Tim Oliver	620 Marlboro Road	Bennettsville	SC	29512	Lexington	843-479-0840	843-479-0420	Theresa Judge	CB1-BM@cb1.ami-fl.org	Tim Oliver	cb1-os@cb1.ami-fl.org	843-479-0420 X29
1365001	Camp Sand Hills	Janielle Sauls	2381 Campbell Lake Rd	Patrick	SC	29584	Lexington	843-921-0934	843-921-3000	Janielle Sauls	csh-bm@amikids.org	Pat Hudley, OpSec	csh-bm@amikids.org	843-921-3000
4466001	Camp White Pines	Levi Bass	P O Box 617	Jonesville	SC	29353	Ft. Mill	864-674-0460	864-674-0458	Levi Bass, Ex. Dir.	cwp-ed@amikids.org	Gloria Hill, AA	cwp-aa1@amikids.org	864-674-0458
4066005	Carolina Childrens Home	Nancy Lanning	P O Box 4465	Columbia	SC	29240	Lexington	803-790-6554	803-787-8047	Nancy Lanning	Nancy@carolinachildrenshome.com	Theresa Craft	tcraft@carolinachildrenshome.com	
1066002	Carolina Youth Development	Elwood Dixon	5055 Lackawanna Blvd	North Charleston	SC	29405	Lexington	843-266-5201	843-266-5203	Elwood Dixon, Operations	sdixon@cydc.org	Engle Felder, Food Service Attendants		843-266-5225
4066008	Center of Change	Deburn Sanders	P O Box 12043	Columbia	SC	29211	Lexington	803-755-0205	803-755-7787	Deburn Sanders, Director	dcsand4@aol.com			
4666003	Childrens Attention Home	Libby Sweatt-Lambert	P O Box 2912	Rock Hill	SC	29732-2912	Ft. Mill	803-324-0437	803-328-8871	Becky Wright, Asst. Director	bwright@attentionhome.org	Libby Sweatt-Lambert, Executive Director	lsweatt-lambert@attentionhome.org	803-328-8871
2366001	Church of God Home	Rev. Rodger Childers	P O Box 430	Mauldin	SC	29662	Ft. Mill	864-967-2047	864-967-8987	Kristi Vicars, Secretary	sccoghfc@yahoo.com	Paul Croston, House Parent	sccoghfc@yahoo.com	864-963-5454
4266004	Deaf and Blind	Kala Dixon	355 Cedar Springs Road	Spartanburg	SC	29302-4699	Ft. Mill	864-577-7662	864-577-7661	Jolene Earnhardt, Food Service Director	jearnhardt@scsdb.k12.sc.us	Kala Dixon, Admin Assistant	kdixon@scsdb.k12.sc.us	864-577-7661
4066003	Department of Juvenile Justice	James Dwyer	1720 Shivers Road	Columbia	SC	29210-5413	Lexington	803.896.9473	803.896.9130	James Dwyer Jr., Dietary Program Manager	jmdwyer@scdjj.net	Bill Evans, Support Services Admin.	waevan@scdjj.net	803.896.9140
4066006	Dept. Disabilities & Special Needs	Alan Mance	P O Box 4706	Columbia	SC	29240	Lexington	803-898-9653	803-898-9708	Allen Mance; Director, Procurement	amance@ddsn.sc.gov	Connie Wells	cwells@ddsn.sc.gov	803-898-9750
4065005	Deptment of Corrections	Tonja Jewell	4422 Broad River Road	Columbia	SC	29210	Lexington	803-896-2017	803-896-2026	Tonja Jewell	Jewell.Tonja.doc.sc.state.us	Linda Wolvorton or Dottie Davis	wolvorton.linda@doc.state.sc.us	803-896-2014
1866001	Eagle Harbor	Liz Gilbert	1044 Eagle Harbor	Summerville	SC	29483	Lexington	843-688-5996	843-688-5995	Liz Gilbert, Co-Founder	lizardgilbert@hotmail.com			
4266002	Ellen Hines Smith Home	Julita Chandra	P O Box 15111	Spartanburg	SC	29302	Ft. Mill	864-597-0815	864-573-9223	Julita Chandra, Business Manager	julita.ehsg@charterinternet.com	Jackie Tomlin, Admin. Asst		864-573-9223
4666001	Episcopal Church Home (York Place)	Tammy Beaty	234 King's Mountain Street	York	SC	29745	Ft. Mill	803-684-8002	803-684-8005 ext 1001	Tammy Beaty Kitchen Supervisor	Kitchen@yorkplace.org	Pam Mullinax Kitchen Assisant		Same
4066002	Epworth Childrens Home	Kathy Ballard	mail to:PO BOX 50466 / Physical 2900 Millwood Ave	Columbia	SC	Mail to:29250/ physical 29205	Lexington	803-212-4799	803-256-7394 X 4265	Ellen Staubach	estaubach@epworthsc.org	Mary Kennedy Parsons	mkennedy@epworth.org	803-256-7394 X 4247
3766001	Fair Play Wilderness	Iva Bontrager	347 Wilderness Tr.	Westminster	SC	29693	Ft. Mill	864-647-4314	864-647-4311	Iva Bontrager - head cook	camp@fairplaycamp.net	Rachel Miller - Admin. Secretary	rachel@fairplaycamp.net	864-647-4311
1066001	Florence Crittenton Home	Donna Driggers	19 St Margaret Street	Charleston	SC	29403	Lexington	843-577-0770	843-722-7526	Donna Driggers /Nutritionist	donna_fcp@yahoo.com	Sheri DeFord/Facility Manager	flocrit@bellsouth.net	same
4065001	Ft. Jackson Elementary	Kenneth Rice	5900 Chesnut Rd	Columbia	SC	29206-5365	Lexington	(803) 787-7108	(803) 787-6893	Ken Rice Asst Fd Dir	kenneth.rice@am.dodea.edu	Dave Foppe Fd Dir	dave.foppe@am.dodea.edu	843.846-6105
2266002	Gerogetown Marine Institute	Jacqueline Lawrence	P O Box 638	Georgetown	SC	29440	Lexington	843-546-5652	843-546-5478	Jaqueline Lawrence	FLOJO@hotmail.com	Daisy Ford		
3966001	Helping Hands of Clemson	Jean Tulli	P O Box 561	Clemson	SC	29633	Ft. Mill	864-653-8516	864-654-6154	Cathy Stephens, Kitchen Supervisor	children@innova.net	Becky Cooper, Asst. Kitchen Supervisor		
3366001	John De La Howe	Janice Lyons	192 Gettys Road	McCormick	SC	29835	Lexington	864-391-2135	864-391-2131	Janice Lyons-Accountant	jlyons@delahowe.k12.sc.us	Minnie Brown-Dietician	brownm@delahowe.k12.sc.us	864-391-2131
0765001	Laurel Bay	David Foppe	1620 Cardinal Lane	Beaufort	SC	29906	Lexington	843.846.6316	843.846.6105 X113	Fd Svc Director	david.foppe@am.dodea.edu	Ken Rice/Asst FSD	kenneth.rice@am.dodea.edu	803.787.6893
0465001	New Foundation	Betty Morgan	2300 Standridge Rd	Anderson	SC	29625	Ft. Mill	864-260-1699	864-225-1628 X 137 or X 122	Betty Morgan, Food Supervisor	bmorgan@newfoundationschildren.com	Rachel Patterson	rpatterson@newfoundationschildren.com	864-225-1628 X 137 or X 122
0766002	Open Arms	Susan Cato	P O Box 531	Beaufort	SC	29901	Lexington	843-525-0070	843-524-4350	Claire Glasson, Dir Prog Svcs	capacglasson@earthlink.net			
1066005	Orphan Aid (Daniel Jenkins Institute)	Rose Marie West / Joanna Martin-Carrington	3923 Azalea Drive	North Charleston	SC	29405	Lexington	843-529-0057	843-744-1771	Arline Derricotte, Group Home Manager	danieljj@bellsouth.net	Samuella Holmes, Administrative Asst	danieljj@bellsouth.net	
0265001	Our Lady of Peace	Deloris Harris	856 Old Edgefield Road	North Augusta	SC	29805	Lexington	803-279-5247	803-279-8396	Deloris Harris	dharris@ourlady.ws	Karen Wilcox	kwilcox@ourlady.ws	

R/A #	RCCL / PRIVATE PAROCHIAL SCHOOL	PERSON IN CHARGE OF FOOD PROGRAM	Mailing Address	City	State	Zip	Distribution Warehouse	Fax	Primary Contact Phone	Primary Contact Person & Title	Primary Contact Email	Secondary Contact Person & Title	Secondary Contact Email	Secondary Contact Phone
4066004	Palmetto Place	Marisa Merchant	P O Box 3395	Columbia	SC	29230	Lexington	803-691-9788	803-786-6819	Marisa J. Merchant, Executive Director	shelterp2@aol.com	n/a	n/a	n/a
3066002	Piedmont Wilderness	Ralph Clark	20238 Highway 72 East	Clinton	SC	29325	Ft. Mill	775-314-9192	864-833-4505	Ralph Clark, Bus.Mgr.	rclark@pwi-sc.org	Elizabeth Bell, Exec Dir.	PWI-ED@ami-fl.org	864-833-4505
0465002	Siloam Christian School		229 Siloam Road	Easley	SC	29642	Ft. Mill	864-295-4179	864-295-6949 X 129		www.cafeteria@siloamcs.com	Lisa Goss, Cafeteria Manager	scsoffice@siloamcs.com	864-295-6949 X 129
4266001	Spartanburg Boys Home	Dwight Phillips	P O Box 99	Pauline	SC	29374	Ft. Mill	864-583-2774	864-583-4367	Dwight Phillips, Finance Director	phillipsd@sptbgboyshome.org	Lorraine Norman	normanl@sptbgboyshome.org	864-583-4367
4266003	Spartanburg Childrens Shelter	Jessica Coulter	P O Box 2663	Spartanburg	SC	29304	Ft. Mill	864-583-0398	864-583-7688	Jessica Coulter	spartanburgchildrenshelter@hotmail.com			
2365001	St. Anthony's	Denise White	309 Gower Street	Greenville	SC	29611	Ft. Mill	864-271-2936	864-271-0167	Denise White/Food Progrm Co-ordinator	antpad@aol.com			
4065003	St. Martin de Porres Catholic School	Sandra Leatherwood	2225 Hampton Street	Columbia	SC	29204	Lexington	803-254-7335	813-254-5477	Sandra Leatherwood	sandra720@aol.com	Deloris Hughey		803-254-7335
3966003	Tammassee DAR School	Pam Towe	P O BOX 8	Tamassee	SC	29686	Ft. Mill			Pam Towe	Tamasseekids@juno.com			
2266001	Tara Hall Home	James E. Dumm, Jr	P O Box 955	Georgetown	SC	29442	Lexington	843-527-2156	843-546-3000	James E. Dumm, Jr	tarahall@gte.net	Jennifer Thompson	tarahall@gte.net	843-546-3666
4666002	The Rock Hill Girls Home	Mary Hoppman	648 South Jones Avenue	Rock Hill	SC	29730	Ft. Mill	803-328-0488	803-328-9921	Mary Hoppmann	mshoppmann@comporium.net	Liz Cureton, Residential Counselor		803-328-0488
4066001	Wil Lou Gray	Wallace Griffey	3300 West Campus Road	Columbia	SC	29170	Lexington	803-986-6443	803-986-6442	Wallace Griffey, Foodservice Manager	wallaceg@ycawlgos.k12.sc.us	Ida Giblson		803-986-6443
3966002	Wilderness Way Camp	Ken Edgar	175 Camp School Lane	Fair Play	SC	29643	Ft. Mill	(864) 972-2045	264-972-0611	Carol Yoder	wvgirlscamp@nuvox.net	Carol Yoder	woods@nuvox.net	N/A
1066003	Windwood Farm	Deborah McKelvey	4857 Windwood Farm Road	Awendaw	SC	29429-5951	Lexington	843-884-1287	843-884-5342 X 222	Alicia Hinson	ahhinson@windwoodfarm.org	Reginald Smith, Cook		843-884-5342 X 234
4566001	Youth Academy	Rev. Curtis Boston	P O Box 174	Kingstree	SC	29556	Lexington	843-382-5826	843-372-507	Kenneth West	Bostond@ftc-i.net	Jimmy Addison	Bostond@ftc-i.net	843-244-0703
2166001	Youth Advocate Program	Tyrone Smalls	708 South Dargan Street	Florence	SC	29501	Lexington	(843) 679-9865	843-679-3189	Tyrone Smalls, Facility Director		Ed Winslow, Finance Dir.	ewinslow@nyap.org	803-767-4620
0266001	Youth Learning Institute	Priscilla Stephens	82 Camp Long Rd	Aiken	SC	29805	Lexington	(803) 641-3805	(803) 502-1683	Priscilla Stephens	priscis@clemson.edu	Penny Gray	pennyg@clemson.edu	(803) 649-9512
4065006	St. Joseph's Catholic School	Mary Ann Ward	3700 Devine Street	Columbia	SC	29205	Lexington	803-540-1913	803 254-6788		sc_maw@yahoo.com			
3065001	Thornwell	Bill McAllister	PO Box 60	Clinton	SC	29686	Ft. Mill	864-833-7721	8864-938-2100		bmcallister@thornwell.org			

LINKS

[Link to FNS Website: State Processing Manual](#)

<http://www.fns.usda.gov/fdd/programs/state/state-handbk.pdf>

[Link to FNS Commodity Food Network Website](#)

<http://www.commodityfoods.usda.gov/>

[Link to FNS Commodity Facts Sheets](#)

<http://www.fns.usda.gov/fdd/facts/schrpt/NslpRptwithCodes.pdf>

[Link to ACDA Website](#)

<http://www.commodityfoods.org/>

[Link to School Food Service Directors Directory](#)

<http://ed.sc.gov/agency/offices/SFSN/pages/publica.html>

[Link to District Calendars \(dates of opening, breaks, and closings\)](#)

<http://ed.sc.gov/agency/offices/research/CompositeSchoolCalendars.html>

[Link to ECOS \(Electronic Commodity Ordering System\)](#)

<https://www.usdaservices.eds-gov.com/>

SOUTH CAROLINA
FOOD DISTRIBUTION COMMODITY PROCESSING MANUAL
August 2006

Contact information was provided by the company and / or agency listed. If any information is found to be incorrect please notify the Food Distribution Section of the error.

Mrs. Cheryl Sniegon compiled and arranged the information for the Manual.

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